ME-WRD365PT1: MICROSOFT WORD 365 PART 1

DURATION	LEVEL	TECHNOLOGY	DELIVERY METHOD	TRAINING CREDITS
1 Day	Introduction	Office 365	Instructor Led	NA

INTRODUCTION

These days, most people take electronic word processing for granted. While we may still write out our grocery lists with pen and paper, we expect to use a computer to create the majority of our documents. It's impossible to avoid word-processing software in many areas of the business world. Managers, lawyers, clerks, reporters, and editors rely on this software to do their jobs. Whether you are an executive secretary or a website designer, you'll need to know the ins and outs of electronic word processing.

Microsoft Word is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you'll learn how to use Word on the desktop to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

Note: Most Office users perform the majority of their daily tasks using the desktop version of the Office software, so that is the focus of this training. The course material will also enable you to access and effectively utilize many web-based resources provided with your Microsoft 365 subscription. This includes brief coverage of key skills for using Word for the Web and OneDrive. Helpful notes throughout the material alert you to cases where the online version of the application may function differently from the primary, desktop version.

AUDIENCE PROFILE

This course is intended for those with a basic understanding of Microsoft Windows and who need to learn foundational Word skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

PREREQUISITES

This manual assumes the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, and Start menu. No previous experience with other versions of Microsoft Word is necessary.

COURSE OBJECTIVES

− Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.
− Format text and paragraphs.
− Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.
− Enhance lists by sorting, renumbering, and customizing list styles.
− Create and format tables.
− Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.
− Format the overall appearance of a page through page borders and colours, watermarks, headers and footers, and page layout.
− Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

COURSE CONTENT

Lesson 1: Getting Started with Word
− Topic A: Navigate in Microsoft Word
− Topic B: Create and Save Word Documents
− Topic C: Edit Documents

− Topic D: Work with Word for the Web

Lesson 2: Formatting Text and Paragraphs
− Topic A: Apply Character Formatting

− Topic B: Control Paragraph Layout
− Topic C: Align Text Using Tabs
− Topic D: Display Text in Bulleted or Numbered Lists

- Topic E: Apply Borders and Shading

Lesson 3: Working More Efficiently
- Topic A: Make Repetitive Edits
- Topic B: Apply Repetitive Formatting
- Topic C: Use Styles to Streamline Repetitive Formatting Tasks
- Topic D: Customize the Word Environment

Lesson 4: Managing Lists
- Topic A: Sort a List

- Topic B: Format a List

Lesson 5: Adding Tables
- Topic A: Insert a Table
- Topic B: Modify a Table
- Topic C: Format a Table
- Topic D: Convert Text to a Table

Lesson 6: Inserting Graphic Objects
- Topic A: Insert Symbols and Special Characters
- Topic B: Add Images to a Document

Lesson 7: Controlling Page Appearance

- Topic A: Apply a Page Border and Color
- Topic B: Add Headers and Footers
- Topic C: Control Page Layout
- Topic D: Add a Watermark

Topic A: Check Spelling, Grammar, and Readability
- Topic B: Preview and Print Documents
- Topic C: Use Research Tools
- Topic D: Check Accessibility
- Topic E: Dictate Text in a Document
- Topic F: Save a Document to Other Formats

ASSOCIATED CERTIFICATIONS & EXAM

On successful completion of this course students will receive an attendance certificate.